

DOT-350-1
7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

C-602

PAGE
NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY
DEPT. OF UTILITIES

ADMIN/FINANCE BUREAU

ADMIN. DIVISION-
MGMT. INFO. SYSTEMS (MIS)

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>MIS GENERAL CORRESPONDENCE</u> Files contain general correspondence and reports files for the Management Information Systems (MIS) Section.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
2.	<u>BUDGET</u> Information used in budget preparation, budget drafts, appropriations data.	RECOMMENDATION: RETAIN THREE YEARS IN OFFICE, THEN DESTROY.
3	<u>PURCHASING/FINANCE</u> Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose is to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation for budgetary matters.	RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

7-22-87

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-602

PAGE
NO. 12 of 2

Item No.	Description	Retention
4.	<u>TRAINING PROGRAMS</u> Files on training programs offered by the MIS office. Included in these files are course descriptions, attendance rosters, cost analyses, agreements, evaluations, etc.	RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.
5.	<u>COMPUTER SOFTWARE AND HARDWARE FILES</u> Contains information on applications software, both commercial packages and in-house development, and files containing information on computer hardware products.	RECOMMENDATION: RETAIN APPLICATION SOFTWARE FILES PERMANENTLY. RETAIN COMPUTER HARDWARE FILES FIVE YEARS IN ACTIVE FILE, THREE YEARS IN COLD STORAGE, THEN DESTROY